



VILLAGE OF ALLOUEZ

RUNS/WALKS AND SPECIAL EVENT APPLICATION/PERMIT

Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54301

Application Submittal fee: \$25 for Allouez Residents/ \$50 for Non-Allouez Residents

This application must be submitted with payment for approval no less than four (4) weeks prior to date of the event.

Complete the following information:

Is this a re-occurring event YES NO (New applications must be approved by the Village Board)

\*As of August 7, 2010 the Village Administrator, with department head recommendation, is authorized to approve reoccurring events. Village Board will be notified of the event.

ORGANIZATION/LEAGUE NAME:

Individual Partnership Corporation Association

EVENT NAME:

Main Contact: Email:

Address: City/State/Zip:

Primary Phone: Other Phone:

EVENT INFORMATION

Date of Event: Time of Event: Start Time: am/pm End Time: am/pm

Number of participants/spectators expected:

Please provide the Village with brief information on your event (i.e. what is your event, what groups/charities does it support, etc.)

Please answer the following questions:

1.) Is this event a run/walk? YES NO

\*\* If YES, please continue with questions below. If NO please skip to question 2.

1a.) Location or route of event (please include map)

1b.) How will the route be marked?

1c.) How will route monitors be identified?

1d.) Other traffic control provisions?

2.) Will you need stand-by rescue services? YES NO

\*\* If YES stand-by Allouez rescue squad service is requested, \$375.00 per hour is charged. If you request police coverage, you must contact Brown County Sheriff's Department and arrange for coverage with them. Allouez does not provide police coverage.

3.) Will you be selling any goods? YES NO

\*\*If YES a vendor permit is required and village board approval. Extra fees will apply for this.

4.) Will you be selling any alcohol? YES NO

\*\*If YES a temporary sellers permit is required and village board approval. Extra fees will apply for this.

5.) Will you be requiring any Village Facilities? YES NO

\*\*If YES please complete a Facility Reservation Form. Extra fees will apply for this.

6.) Will you be requiring any Village Athletic Fields or Courts? YES NO

\*\*If YES please complete an Athletic Facility Reservation Form. Extra fees will apply for this.

